**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**AGENDA NOVEMBER 12, 2013 6PM**

**OUACHITA PARISH HEALTH CENTER 1650 DESIARD ST.**

**COMMUNITY MEETING ROOM**

Call to Order / Roll Call / Quorum / Prayer

Recognition of Guests

Adopt Agenda / Adopt Minutes of October 8, 2013

Public Comment:

**Items for Discussion**:

**Financial Condition and Activities**: *With respect to the actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures.*

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriated Funds Policy

2. Fail to maintain integrity in expenditures of categorical funding services.

3. Acquire, encumber, or dispose of real property in violation of state and federal law.

4. Fail to aggressively pursue receivables after a reasonable grace period.

5. Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date.

*The board monitors this by reviewing the Budget Report, i.e. Revenues/Expenditures*

**Communication and Support**

*The ED shall not permit the board to be uninformed or unsupported in its work.* Accordingly, the ED shall not:

Neglect to submit monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored.

# Executive Limits: Global Executive Constraint

# The ED shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of community accepted business, governmental and professional ethics.

# Let the board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes particularly changes in the assumptions upon which any board policy has previously been established

1. Fail to advise the board if, in the ED’s opinion, the board is not in compliance with its own policies on Governance Process and Board/ED linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the ED.
2. Fail to marshal for the board as many staff and external points of view, issues, opinions, and options as needed for fully informed board choices.
3. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
4. Fail to provide a mechanism for official board, officer, or committee communications.
5. Fail to deal with the board as a whole except when a) fulfilling individual requests for information or b) responding to officers or committees duly charged by the board.
6. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the board.
7. Fail to supply for the consent agenda all items to be delegated to the ED yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

**Board Executive Director Linkage: Monitoring Executive Director Performance:**

*Systematic and rigorous monitoring of ED job performance will be directed solely on the expected ED job outputs: organizational accomplishment of board policies on ENDS and organizational operation within the boundaries established in board policies on Executive Limits.* Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met. Data that does not do this will not be considered to be monitoring data.
2. The board will acquire monitoring data by one or more of three methods: a) by internal report, in which the ED disclosed compliance information to the board, b) by external report, in which an external, disinterested third party selected by The Board assesses compliance w/ board policies, and, c) by direct board inspection, in which a designated member or members of the board assesses compliance with the appropriate policy criteria using audits and other reports provided by authorized governmental agencies.
3. In every case, the standard for compliance shall be *any reasonable ED interpretation* of the board policy being monitored
4. All policies that instruct the ED will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

# Strategic Priorities: Initiatives Prioritized by the Executive Director and Governance Board on Current Year’s Needs and Strategic Plan. The list of the Strategic Priorities is found on page 29 of the Manual. This provides an overview of the expectations of the ED “based on current year’s needs and Strategic Plan.

**Old Business**

Forum

Phase II Work-plan Review/ Preparation for Assessment/Date for Assessment

**New Business**

**Recognition of Franklin Medical Center Award for Behavioral Health**

# Review of Orientation of Board Members. Policy vs. Implementation

# Discuss Holiday Social

# (In December, comments are collected on ED performance) These are the forms we are to have been completing at each meeting. A copy is attached. Also attached is the year end form.

Next Regular Meeting November 12, 2013. As **a reminder, please note that since the assessment has been postponed, we will meet at our regular time.**

Adjournment